# Tree City USA Recognition Program
# Frequently Asked Questions

## Tree City USA:

- **What is the link to apply for recognition?**
  https://arborday.org/treecityusa/apply

- **How does a first time community create a new account?**
  To create a new account, please visit the application portal and click on "Find your community." Search your community name and state and if nothing appears, click on the "get started" link on the right. Here you can fill out the information for your community's new account. Here is a tutorial video to walk through applying for recognition.

- **This is my first time filling out an application for my community. What is my login information?**
  To update the account login information, please visit the application portal and click on "Find your community." Search your community name and state. When you see your community, click on it. On the right side, click on "change login contact info" and update the login credentials to the new login contact. At the bottom of the page, please note your auto-generated username and input a new preferred password. When you press submit you will be signed into your application. Here is a tutorial video to walk through applying for recognition.

- **What is my login username?**
  Your login username is always your community name and your state abbreviation with no spaces. Your username is not your email address. To view your username, please visit the application portal and click on "Find your community." Search your community name and state. When you see your community, click on it. Your login username will be listed under the account information on the right.

- **How do I view past applications?**
  You can view your past applications by signing back into your Tree City account and clicking on the "My events" tab in the upper right hand corner. You will click on the year (2019-present) you wish to view, then click on application and you will be able to see what was entered for that year.

- **If my city used to be a Tree City in the past and has lapsed out for a few years, do we need to start a new account and year 1 of recognition?**
  No, if approved this year, you will be recognized for the number of years your community was last approved for plus 1. You do not need to create a new account when applying either, you can log on using your historical account.

- **Why are my expenditures for Standard 3, not auto-calculating for me?**
  Please make sure your expenditures, as well as your community population do not include any commas, $ or any other characters. For example, if you need to enter in $8793.23 for an expenditure, please enter it as 8793.23.

- **Is Standard 4 required on applications for 2021 recognition?**
  For the 2021 application portal we have waived the requirement of having an Arbor Day celebration, but we are still requiring a 2021 signed Arbor Day proclamation. A proclamation can be printed here.

- **What expenditures can be reported for Standard 3?**
  Here is a list of expenditures that can be input on your Tree City USA application.

- **What is the deadline to apply?**
  North Carolina's deadline is December 1st.

- **We need additional resources to help us apply. Where can I find more information?**
  More information can be found at: http://ncforestservice.gov/Urban/tcusa_application_process.htm. Resources include the Tree City USA Checklist, NC Financial Worksheet, and Annual Work Plan form. Additional information can be found on the Tree City USA website. Feel free to scroll through and check out the new re-vamped site! If you click on "Become a Tree City USA Community" at the top you can then click on the button "resources to help you apply" for more resources. These include sample ordinances, qualified expenses, sample proclamations, and more.

- **When I press submit, nothing is happening?**
  If you are not re-directed to a new page after you press submit, please scroll to the top of your application to see what information is missing/incorrect on the application.

- **When will I receive my recognition materials?**
  If you applied for recognition by the state deadline and were approved, you will be shipped your materials by your state deadline. Depending on the state recognition materials will either be shipped directly to the city forestry contact's shipping address from the application, or to the state and urban forestry coordinator to distribute out by mail or in person. If you applied for recognition after the deadline to apply and are approved you will receive your materials on a final shipment in late Spring.

- **Where do I get replacement materials (emblems, plaques, stickers, etc.)?**
  Please email treecity@arborday.org for any materials that are missing or need replacement. Emblems and stickers are free to replacements. Plaques, plaque additions, signs and any other items will have a charge to replace.

## Growth Award:

- **How do I apply for the Growth Award?**
  In order to qualify for the Growth Award your community must be a recognized Tree City USA for a least one prior year. Once you submit your Tree City USA application you can start your Growth Award application. Log back into your Tree City USA account and click on the instructions tab on the left. Under the instructions, in the last sentence at the bottom, there is a link to apply for the Growth Award if you qualify.

- **What activities can I use to apply for the Growth Award and how many points do I need?**
  Check out the Growth Award webpage to see a list of all qualifying activities. You can search through by categories or by key words. You need a minimum of 10 points from activities you completed within the calendar year you are applying for to earn recognition.

- **What are the advantages of becoming a Tree City USA Growth Award community?**
  As a Tree City USA Growth Award community you are leading by example and demonstrating the importance of urban forestry management beyond the Tree City USA standards. Recognition forms the base layer for five different areas of growth in urban forestry. Check out the Tree City USA summary to learn more about how these recognitions serve as the foundation of urban forestry program development for your community.